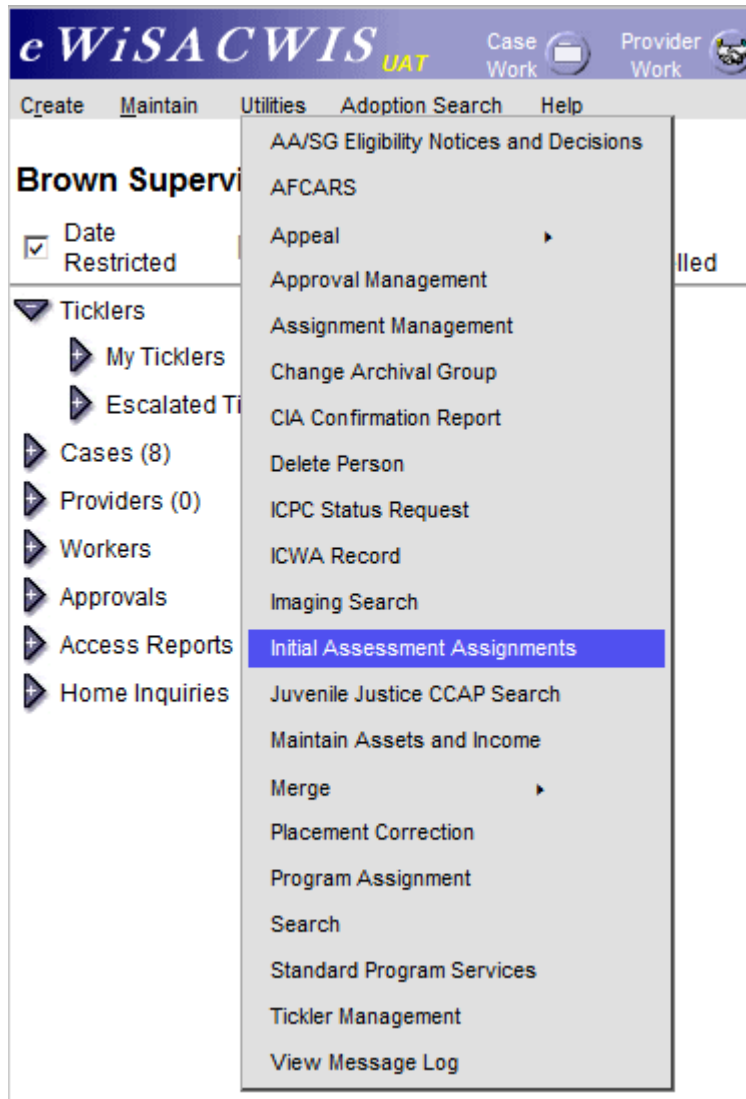


## Initial Assessment Assignments

The Initial Assessment Assignments page provides current, searchable information on Initial Assessment worker assignments. The page provides supervisors with a real-time snap shot of Initial Assessment assignment in order to manage workload, prioritize case assignment, and track assignment distribution.

1. Click Utilities > Initial Assessment Assignments to open the Initial Assessment Assignments page.



- When first opening the page, values are defaulted in the Search Criteria group box. The County/Site and Supervisor fields are defaulted based on the County/Site and security level assigned in eWiSACWIS.

The screenshot displays the eWiSACWIS UAT web application interface within a Windows Internet Explorer browser window. The address bar shows the URL: <https://apps.dcf.wisconsin.gov/?action=OPEN&fromWhere=UTILITIES>. The page title is "Initial Assessment Assignmen". The application header includes the "eWiSACWIS UAT" logo and navigation links for "Print", "Spell Check", "Help", and a question mark icon.

The "Search Criteria" section contains the following fields:

- County/Site: **Brown - Green Bay** (dropdown menu)
- Supervisor: (empty dropdown menu)
- Assignment Type: **All IA Types** (dropdown menu)
- View By: **All Assignments** (dropdown menu)
- Time Period: **Today** (dropdown menu)
- From: **05/09/2014** (text input)
- To: **05/09/2014** (text input)
- Search** button

The "Initial Assessment Worker Assignments" section is currently empty. Below this section, there are two expandable links:

- Worker Assignments By CPS Response Times
- Referrals Assigned By Worker

A **Close** button is located at the bottom right of the main content area. The browser status bar at the bottom indicates a zoom level of 100%.

**Please note:** When multiple supervisors are listed on the Supervisor drop-down, leaving the field blank will search all.

3. Select values in the field drop-downs to customize the search.

The screenshot shows the eWiSACWIS UAT interface. At the top is a purple header bar with the logo and navigation links: Print, Spell Check, and Help. Below the header is a 'Search Criteria' section with several dropdown menus and text fields. The 'County/Site' is set to 'Brown - Green Bay', 'Supervisor' is empty, 'Assignment Type' is 'All IA Types', 'View By' is 'All Assignments', and 'Time Period' is 'Custom'. The 'From' and 'To' date fields are both set to '00/00/0000'. A 'Search' button is located to the right of these fields. Below the search criteria is a section titled 'Initial Assessment Worker Assignments'. To the right of this section is a calendar widget for December 2013. The calendar shows the days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and the weeks (48, 49, 50, 51, 52). The date '9' is highlighted in the calendar.

**Search Criteria**

County/Site:  Supervisor:  Assignment Type:

View By:  Time Period:  From:  To:

**Initial Assessment Worker Assignments**

December, 2013							
Today							
wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
48	1	2	3	4	5	6	7
49	8	9	10	11	12	13	14
50	15	16	17	18	19	20	21
51	22	23	24	25	26	27	28
52	29	30	31				

Prev. month (hold for menu)

**Please note:** When selecting a value of 'Custom' for Time Period, no value is required in the 'To:' date field. If left blank, eWiSACWIS will automatically search through today's date.

- Once Search Criteria values are selected, Click the Search button. Results display under the Initial Assessment Worker Assignments group box. Click on the blue column header names to sort results by Worker, Role, Date Assigned, Referral Received, Response Time, Case Name, or Case Status. The default sort is by Date Assigned with the most recent listed on top.

https://apps.dcf.wisconsin.gov/ - Initial Assessment Assignment Search - Windows Internet Explorer

**eWiSACWIS UAT** Print Spell Check Help

**Search Criteria**

County/Site:  Supervisor:  Assignment Type:

View By:  Time Period:  From:  To:

**Initial Assessment Worker Assignments**

Worker	Role	Date Assigned	Referral Received	Response Time	Case Name (ID)	Case Status
Brown, Sarah	Secondary	<a href="#">1/13/14 2:17 PM</a>	<a href="#">1/13/14 2:15 AM</a>	Within 24 - 48 Hours	<a href="#">Statewide, Mommy (9223742)</a>	Re-Referral
Sup, Former	Secondary	<a href="#">1/13/14 2:17 PM</a>	<a href="#">1/13/14 2:15 AM</a>	Within 24 - 48 Hours	<a href="#">Statewide, Mommy (9223742)</a>	Re-Referral
Worker, Brown	Secondary	<a href="#">1/13/14 2:17 PM</a>	<a href="#">1/13/14 2:15 AM</a>	Within 24 - 48 Hours	<a href="#">Statewide, Mommy (9223742)</a>	Re-Referral
Supervisor, Brown	Secondary	<a href="#">1/13/14 2:09 PM</a>	<a href="#">1/10/14 9:45 AM</a>	Within 5 business days	<a href="#">Brown, Mommy (9223741)</a>	Re-Referral
Worker, Brown	Secondary	<a href="#">1/13/14 2:08 PM</a>	<a href="#">1/10/14 9:45 AM</a>	Within 5 business days	<a href="#">Brown, Mommy (9223741)</a>	Re-Referral
Brown, Sarah	Secondary	<a href="#">1/13/14 2:08 PM</a>	<a href="#">1/10/14 9:45 AM</a>	Within 5 business days	<a href="#">Brown, Mommy (9223741)</a>	Re-Referral
Brown, Joe	Secondary	<a href="#">1/13/14 2:07 PM</a>	<a href="#">1/10/14 9:45 AM</a>	Within 5 business days	<a href="#">Brown, Mommy (9223741)</a>	Re-Referral
Brown, Michelle	Secondary	<a href="#">1/13/14 1:33 PM</a>	<a href="#">1/10/14 9:45 AM</a>	Within 5 business days	<a href="#">Brown, Mommy (9223741)</a>	Re-Referral
Smith, Lisa	Secondary	<a href="#">1/13/14 1:33 PM</a>	<a href="#">1/10/14 9:45 AM</a>	Within 5 business days	<a href="#">Brown, Mommy (9223741)</a>	Re-Referral
Sup, Former	Secondary	<a href="#">1/13/14 1:33 PM</a>	<a href="#">1/10/14 9:45 AM</a>	Within 5 business days	<a href="#">Brown, Mommy (9223741)</a>	Re-Referral

[Prev](#) Record 11 to 20 of 23 [Next](#)

Worker Assignments By CPS Response Times

Referrals Assigned By Worker

- If a large number of results are found, the number of records shows on the bottom. Click the [Prev](#) or [Next](#) link to navigate the records, or change the Search Criteria to narrow the results.

**Initial Assessment Worker Assignments**

Worker	Role	Date Assigned	Referral Received	Response Time	Case Name (ID)	Case Status
Brown, Sarah	Secondary	<a href="#">1/13/14 2:17 PM</a>	<a href="#">1/13/14 2:15 AM</a>	Within 24 - 48 Hours	<a href="#">Statewide, Mommy (9223742)</a>	Re-Referral
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Supervisor, Brown	Secondary	<a href="#">1/13/14 2:09 PM</a>	<a href="#">1/10/14 9:45 AM</a>	Within 5 business days	<a href="#">Brown, Mommy (9223741)</a>	Re-Referral
Worker, Brown	Secondary	<a href="#">1/13/14 2:08 PM</a>	<a href="#">1/10/14 9:45 AM</a>	Within 5 business days	<a href="#">Brown, Mommy (9223741)</a>	Re-Referral
Brown, Sarah	Secondary	<a href="#">1/13/14 2:08 PM</a>	<a href="#">1/10/14 9:45 AM</a>	Within 5 business days	<a href="#">Brown, Mommy (9223741)</a>	Re-Referral
Brown, Joe	Secondary	<a href="#">1/13/14 2:07 PM</a>	<a href="#">1/10/14 9:45 AM</a>	Within 5 business days	<a href="#">Brown, Mommy (9223741)</a>	Re-Referral
Brown, Michelle	Secondary	<a href="#">1/13/14 1:33 PM</a>	<a href="#">1/10/14 9:45 AM</a>	Within 5 business days	<a href="#">Brown, Mommy (9223741)</a>	Re-Referral
Smith, Lisa	Secondary	<a href="#">1/13/14 1:33 PM</a>	<a href="#">1/10/14 9:45 AM</a>	Within 5 business days	<a href="#">Brown, Mommy (9223741)</a>	Re-Referral
Sup, Former	Secondary	<a href="#">1/13/14 1:33 PM</a>	<a href="#">1/10/14 9:45 AM</a>	Within 5 business days	<a href="#">Brown, Mommy (9223741)</a>	Re-Referral

[Prev](#) Record 11 to 20 of 23 [Next](#)

- Clicking the blue hyperlinks under the columns opens the associated piece of work. For instance, clicking the date hyperlink under the Referral Received column opens the associated Access Report.

**Initial Assessment Worker Assignments**

Worker	Role	Date Assigned	Referral Received	Response Time	Case Name (ID)	Case Status
Brown, Sarah	Secondary	<a href="#">1/13/14 2:17 PM</a>	<a href="#">1/13/14 2:15 AM</a>	Within 24 - 48 Hours	<a href="#">Statewide, Mommy (9223742)</a>	Re-Referral
Sup, Former	Secondary	<a href="#">1/13/14 2:17 PM</a>	<a href="#">1/13/14 2:15 AM</a>	Within 24 - 48 Hours	<a href="#">Statewide, Mommy (9223742)</a>	Re-Referral
Worker, Brown	Secondary	<a href="#">1/13/14 2:17 PM</a>	<a href="#">1/13/14 2:15 AM</a>	Within 24 - 48 Hours	<a href="#">Statewide, Mommy (9223742)</a>	Re-Referral
Supervisor, Brown	Secondary	<a href="#">1/13/14 2:09 PM</a>	<a href="#">1/10/14 9:45 AM</a>	Within 5 business days	<a href="#">Brown, Mommy (9223741)</a>	Re-Referral
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Brown, Sarah	Secondary	<a href="#">1/13/14 2:08 PM</a>	<a href="#">1/10/14 9:45 AM</a>	Within 5 business days	<a href="#">Brown, Mommy (9223741)</a>	Re-Referral
Brown, Joe	Secondary	<a href="#">1/13/14 2:07 PM</a>	<a href="#">1/10/14 9:45 AM</a>	Within 5 business days	<a href="#">Brown, Mommy (9223741)</a>	Re-Referral
Brown, Michelle	Secondary	<a href="#">1/13/14 1:33 PM</a>	<a href="#">1/10/14 9:45 AM</a>	Within 5 business days	<a href="#">Brown, Mommy (9223741)</a>	Re-Referral
Smith, Lisa	Secondary	<a href="#">1/13/14 1:33 PM</a>	<a href="#">1/10/14 9:45 AM</a>	Within 5 business days	<a href="#">Brown, Mommy (9223741)</a>	Re-Referral
Sup, Former	Secondary	<a href="#">1/13/14 1:33 PM</a>	<a href="#">1/10/14 9:45 AM</a>	Within 5 business days	<a href="#">Brown, Mommy (9223741)</a>	Re-Referral

[Prev](#) Record 11 to 20 of 23 [Next](#)

- Click the Worker Assignments by CPS Response Times expando to view results within the Search Criteria. Click the blue column header names to sort the results by Worker, Response Time, or Referrals Assigned. The default sort is by Worker, in alphabetical order.

<https://appsa.dcf.wisconsin.gov/> - Initial Assessment Assignment Search - Windows Internet Explorer

**eWiSACWIS<sup>UAT</sup>** Print Spell Check Help

**Search Criteria**

County/Site:  Supervisor:  Assignment Type:

View By:  Time Period:  From:  To:

**Worker Assignments By CPS Response Times**

**Assignment Information**

Worker	Response Time	Referrals Assigned
Brown, Joe	Within 24 - 48 Hours	1
Brown, Joe	Within 5 business days	1
Brown, Michelle	Within 24 - 48 Hours	1
Brown, Michelle	Within 5 business days	1
Brown, Sarah	Within 24 - 48 Hours	2
Brown, Sarah	Within 5 business days	1
Smith, Lisa	Within 24 - 48 Hours	1
Smith, Lisa	Within 5 business days	1
Sup, Former	Within 24 - 48 Hours	1
Sup, Former	Within 5 business days	1
Supervisor, Brown	Within 24 - 48 Hours	1
Supervisor, Brown	Within 5 business days	1
Worker, Amy	Within 5 business days	1
Worker, Brown	Within 24 - 48 Hours	3
Worker, Brown	Within 5 business days	1
Worker, Kelly	Within 24 - 48 Hours	2

100%

8. Click the Referrals Assigned By Worker expando to view results within the Search Criteria. Results display in alphabetical order by Worker. Columns are not sortable for these results.

The screenshot shows the eWiSACWIS UAT Initial Assessment Assignment Search interface. The page includes a search criteria section with dropdown menus for County/Site (Brown - Green Bay), Supervisor, Assignment Type (All IA Types), View By (All Assignments), Time Period (Custom), From (12/01/2013), and To (00/00/0000). A Search button is present. Below the search criteria, there is a list of assignments with columns for Sup, Former, Secondary, and dates. A table titled 'Assignment Information' shows the number of referrals assigned by various workers. The table has two columns: Worker and Referrals Assigned.

Worker	Referrals Assigned
Brown, Joe	2
Brown, Michelle	2
Brown, Sarah	3
Smith, Lisa	2
Sup, Former	2
Supervisor, Brown	2
Worker, Amy	1
Worker, Brown	4
Worker, Kelly	3
Worker, New	2

9. To change a search, change one or more values in the Search Criteria and Click the Search button. Results under the Initial Assessment Worker Assignments group box and expandos will be refreshed.